



STATE OF ARKANSAS  
**Department of Finance  
and Administration**

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## MEMORANDUM

**TO:** All State Agencies, Boards and Commissions  
And Institutions of Higher Education

**FROM:** Joseph A. Giddis, Director  
Office of State Procurement

**DATE:** August 6, 2001

**SUBJECT:** Professional and Consultant Services Contracts

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Effective September 1, 2001, responsibility for professional and consultant services contracts will be transferred within the Department of Finance and Administration from the Office of Accounting to the Office of State Procurement. Professional and Consultant Services Contracts are currently exempt from State Procurement Law. Mr. Jerry Hester will be the procurement manager supervising the processing of these contracts. For the immediate future, contracts will be processed in the same manner as they are now except they will be sent to the Office of State Procurement.

This transfer of responsibility will be accompanied by a comprehensive review of the regulations governing professional and consultant services contracts. It is not my intention to promulgate regulations in a vacuum, but to obtain consensus through a cross-functional team of agency representatives and legislative staff headed by Mr. Jerry Hester.

As many of you know, the Legislative Council Review Committee has a particular interest in certain aspects of the professional and consultant services contracting process. Our goal is to provide the committee with a systemic review of the regulations along with coordinated recommendations addressing their concerns. Our first task will be to review the "sole source" regulations. We will forward those recommendations to the Legislative Council Review Committee not later than August 15, 2001. That process will be followed by a complete review of the regulations. Our goal is to complete the comprehensive review of all regulations governing professional and consultant services contracts not later than the end of September. We will use the Administrative Procedures Act emergency provision, Arkansas Code Annotated Section 25-15-204 (2)(b), to implement changes.

CC: Dick Barclay  
Tim Leathers  
Tom smith

